



National
Aeronautics and
Space
Administration

Headquarters Exhibit/Display Request

INSTRUCTIONS

Use this form to post displays, exhibits, and announcements; promote Agency missions; state important information; or announce annual events in the NASA Headquarters Building. This form must be typed or printed neatly in ink. Additional information can be found on the reverse of this page.

REQUESTER

NAME (First, Middle Initial, Last)		SUITE/MAILING ADDRESS
TELEPHONE	FAX NUMBER	
ALTERNATE CONTACT (First, Middle Initial, Last)		SUITE/MAILING ADDRESS
TELEPHONE	FAX NUMBER	
PROPOSED LOCATION OF EXHIBIT		PROPOSED DISPLAY DATE(S) (Not to exceed 30 days)

PURPOSE

DESCRIPTION OF EXHIBIT (Exact dimensions of display must be stated. List any special requirements such as electricity or moving parts.)

CERTIFICATION

I certify that the above information is true and correct, and is for official purposes only.

TITLE AND SIGNATURE OF REQUESTER	DATE
TITLE AND SIGNATURE OF APPROVING OFFICIAL (Division level or higher required)	DATE

FACILITIES MANAGEMENT APPROVAL

ACTUAL LOCATION OF EXHIBIT	ACTUAL DISPLAY DATE(S)
TITLE AND SIGNATURE OF FACILITIES MANAGEMENT AND ADMINISTRATIVE SERVICES DIVISION	DATE

ADDITIONAL INFORMATION

Please submit a sample or description of each item to be displayed.

1. The Facilities Management and Administrative Services Division reserves the right to relocate or reposition any display as circumstances warrant.
2. Applicant is responsible for clean up and removal of all debris including boxes and packaging material.
3. Protection must be provided by the applicant to prevent damage to display areas.
4. The maximum time for displaying exhibits is 10 days.
5. Displays and exhibits may not block exits or create potential safety hazards.
6. Easels or small displays may be placed on the individual floors within the recessed areas along the main corridors, but cannot protrude beyond the recessed area into the corridor.
7. Mounting of posters or announcements on corridor walls or marble walls adjacent to the elevators is not permitted.
8. Easels may be obtained by contacting Audio-Visual Support Services at (202) 358-0037.
9. Please include exact dimensions in the description of your exhibit.
10. Displays and exhibits produced by Printing and Design for Headquarters customers are government property. Printing and Design is responsible for the assembly and removal of these exhibits and displays, and any alterations must be approved by Printing and Design. Upon removal, materials produced by Printing and Design will remain the property of Printing and Design unless otherwise designated by Printing and Design.